



TOWN OF BLUFFTON
Request for Proposals, Project #2011-17
Buckwalter Greenway Trail Construction

The Town of Bluffton is soliciting proposals from licensed contractors to construct a 4ft wide and approximately 7,000 linear foot walking trail. The trail will be located around the perimeter of the Buckwalter Place development in Bluffton, SC. The trail will mainly consist of mulch, with approximately 200 linear feet of elevated boardwalk. (*Note: bidders will be responsible for verifying distances and quantities based on plans provided.*) The trail is located in a wooded area, with most of the trail located within a wetlands buffer. The necessary wetlands disturbance permits have been acquired from DHEC-OCRM. Plans have been developed by the Town of Bluffton, the developer of Buckwalter Place, and a team of consultants.

This work is being partially funded by a grant and preference must be given to women-owned and/or minority-owned, companies or individuals who are qualified to perform the required scope of work for this project.

A mandatory pre-bid conference will be held November 3rd, 2010 at 10am at Buckwalter Place in Bluffton. Interested contractors should meet in the Publix parking lot, in the section to the left of the building when facing it, closest to Buckwalter Parkway and should be prepared to walk sections of the proposed trail. Town staff will be available to answer questions. Contractors who do not attend this meeting *will not* be allowed to submit a bid on the project.

Sealed proposals, including all necessary supporting documents, are due by 10am on November 19th, 2010. Proposal packages may be mailed to Town of Bluffton, PO Box 386, Bluffton, SC 29910 or dropped off to Bluffton Town Hall at 20 Bridge Street. Proposal submittals must be clearly marked: Attention: Town Clerk, RFP 2011-17: Buckwalter Trail. Firms should submit one (1) original proposal and three (3) copies by the stated deadline.

Participating contractors must submit proof of all required professional licensing and insurance (worker's comp, vehicle, and general liability) and Bid Bond *at time of proposal submittal*. In addition, the contractor selected will be required to obtain a Bluffton Business License before a contract can be awarded.

Proposals will be opened and recorded on November 19th, 2010 at 10:05am. The specific proposals and their contents will not be revealed, as the Town reserves the right to clarify

what is being offered and to negotiate with any respondents before a decision is made and an award is announced. Intent to Award will be announced via the Town's website.

Questions should be addressed to Laura Budak via email (lbudak@townofbluffton.com) or faxed to 843-706-4510. The cut off date for questions will be noon (12pm) on November 15th, 2010. All questions and answers will be posted on the Town's website www.townofbluffton.com. All offerors should check the website before submitting their proposals to ensure that they have the most updated information.

PLANS

Plans for the project may be obtained from Accurate Reproductions, 68 Bluffton Rd, suite 4, Bluffton, SC 29910 (across from Montana's restaurant) They may also be contacted at (843)815-7323 or by e-mailing plotting@accurepro.com Contractors must pay for the cost of obtaining the information from Accurate Reproductions.

ALTERNATES

The project has been designed and engineered utilizing traditional wood products. Should a contractor wish to submit a proposal to construct the boardwalks utilizing manufactured wood products, recycled plastic decking, or other alternative materials and building systems, they must be prepared, *as part of their proposal submittal*, to show that the product(s) specified will meet or exceed the strengths and standards listed for the traditional wood construction.

SCOPE OF WORK AND DELIVERABLES

The tasks described in this section are not necessarily "all-inclusive" and bidders should include all tasks and services they deem necessary to satisfactorily complete the project as described. Since this is a Request for Proposals, submittals will be evaluated based on what is most advantageous to the Town rather than lowest price only.

- Contractor will supply all materials, equipment, layout, testing, as-built survey, labor and supervision needed to construct the mulch trail and boardwalks as described in the plans, plan notes, and all associated specifications provided or referenced. Tasks and activities in addition to construction may include: project management, mobilization, site clearing, erosion control, tree protection, field testing, cleanup, punchlist, closeout documentation, etc.
- Contractor will perform fine grading along small portions of the trail as indicated by the plans
- Contractor may construct a section of the trail at a time, enabling them to move sediment tubing and other erosion and sediment control devices along with them

GENERAL REQUIREMENTS

- Environmental Sensitivity: Since the project site is in a wetlands buffer, the Contractor shall take all necessary precautions to minimize environmental impacts to the surrounding area. Although the majority of the trail will be 4ft wide, the allowable area for construction activity is up to 8ft wide. Neither the contractor's employees nor their equipment may cross into protected areas outside of the 8ft wide work zone

without prior authorization from Town staff.

- Contractor must attend a mandatory pre-construction meeting with Town staff to discuss the schedule and confirm their understanding of the project.
- Contractor will provide a schedule of anticipated tasks and status report on a weekly basis. This list must also include site supervisor contact information and the names and contact information of any subcontractors being utilized that week. All persons listed as a point of contact must speak fluent English so that problems can be communicated effectively.
- Contractor will provide any construction documentation required for local and state agencies and jurisdictions.
- Contractor will be responsible for coordinating with any utility companies if necessary.
- Contractor will work with the Town and Buckwalter Place developer to identify and maintain staging areas for materials and equipment needed for the project
- Contractor will apply for all construction permits and will schedule and submit to all required inspections. Note: Any Town of Bluffton permit fees will be waived.
- Contractor will be responsible for all testing requirements as needed to insure the project is constructed per the drawings and specifications provided. This includes the hiring of licensed testing firms as needed. Contractor shall review testing results and/or witness the actual tests in order to confirm that all project elements have been constructed correctly.
- Reports, schedules, test results, and other associated paperwork submitted shall be in both hard copy and electronic formats and shall become property of the Town of Bluffton.
- Subcontractors: Should the Prime Contractor wish to utilize subcontractors on this project, they must present a list of those subs at the mandatory pre-construction meeting, as well as their appropriate licensing, insurance, and qualifications. Should the Contractor need to substitute a different company during the course of construction, the Town's Project Manager must be notified and all of the same information must be supplied for the new subcontractor before they are utilized. The Town reserves the right to prohibit subcontractors on a case by case basis if they are found not to be licensed to perform the work they have been hired for, are uninsured, or have accrued numerous and/or egregious safety violations. Note: At all times, the Prime Contractor will be responsible for the performance and conduct of their subcontractors.
- Change Orders: Any change orders for the project must be submitted by Contractor and approved by a Town representative *in writing* (via e-mail or correspondence) before the additional work is performed. All change orders must include a justification for the additional amount requested and must describe the work to be performed.

- Public safety must be considered at all times since work is to occur within a recreational area that is adjacent to a busy commercial area. The Contractor must take precautions at all times to utilize and store materials and equipment in a way that will prevent injury to citizens. Before leaving for the day, Contractor must ensure that proper signs, caution tape, physical barriers or other devices as needed to signal a hazard or restrict access are in place.
- In addition, the Contractor must insure the safety of their workers by adhering to industry best practices, OSHA safety, and traffic safety guidelines as applicable for the activity being performed. The Town's designated Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.
- For this project, the Town of Bluffton will use the standard EJCDC contract documents
- Ten percent (10%) of the Contractor's total cumulative earned billings shall be retained from payment and released as part of the final payment when all deliverables are accepted by the Town of Bluffton.
- An interim Lien Waiver shall be submitted with each monthly payment that assures all employees, laborers, materialmen and subcontractors or material suppliers providing labor or services in conjunction with this project have been fully paid and no obligations, legal, equitable, or otherwise are owed by the Contractor in conjunction with the project. A Final Lien Waiver will be required at the end of the project before final payment or retainage is paid.

SCHEDULE

- Work must commence on site within fourteen (14) calendar days of Notice to Proceed.
- Work must be completed within sixty (60) calendar days of Notice to Proceed being issued.
- In the event of rain delays or other unforeseeable events that impact the construction schedule, within 15 calendar days of the occurrence, the Contractor shall submit a request *in writing* for an extension of the project deadline. A monthly average rain delay amount is built into the allotted contract days. Any claim must exceed the historical monthly average before being considered.

PROPOSAL SUBMITTAL

Your proposal submittal must contain:

1. All-inclusive, fixed price cost to complete the entire project
2. A linear foot cost to provide and install sediment tube, should additional materials be needed beyond the anticipated scope
3. A brief narrative, confirming understanding of site clearing and trail construction
4. Proposed project tasks, and detailed schedule of when tasks will occur.
5. If the Contractor submitting a proposal finds that there is a specific and crucial construction activity that has not been included in the Town's Scope of Work,

- please highlight this as an additional activity so that Town staff may understand that what is being offered is “above and beyond” the requested scope of work.
6. References from at least 3 separate projects the Contractor’s company has performed for different owners over the past 5 years, including names, addresses and telephone numbers. Please include a brief description of those projects – especially any experience that will be relevant to the current project.
 7. Proof of Insurance and appropriate professional licensing
 8. If applicable, provide a notarized statement to verify that your business is 51 or more percent woman-owned and/or minority-owned and controlled. If pre-certified by another agency, just include a copy of certification.

BID, PERFORMANCE, AND PAYMENT BOND SUBMITTALS

For projects whose dollar value exceeds \$100,000:

- 1) Bidders are required to provide a Bid Bond or, certified check *at time of bid* in the amount of 5% (five percent) of the base bid. This bid bond shall serve as an assurance that the bidder will, upon acceptance of their bid, execute such contractual obligations as may be required within the time frame specified.
- 2) The contractor shall obtain a Performance Bond for 100% (one hundred percent) of the contract price.
- 3) The contractor shall obtain a Payment Bond for 100% (one hundred percent) of the contract price.

EVALUATION CRITERIA

Each proposal will be evaluated based on the following:

- Total cost to complete project 50%
- Demonstrated understanding of project Scope of Work demonstrated via quality and detail of schedule, project narrative, and other information submitted by the offeror in their proposal 20%
- Previous experience, similar work, personnel qualifications and company references for Prime Contractor/Offeror as well as information provided regarding quality and experience of proposed subcontractors 20%
- Proper submittal, at time of bid, of all additional supporting documents requested and proper submittal of bid bond at time of bid 5%
- Woman-owned and/or minority-owned business as prime contractor or a well-defined plan to utilize W/MBEs as suppliers or subcontractors 5%

TOWN OF BLUFFTON RIGHTS

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town’s best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Attachments

1. Map of project location
2. Geotechnical (soil) test results
3. Bid Bond Form

Plan sets & Specifications

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